

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

ELECTRONICS TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise equipment and/or radio technicians in a specific area of specialized work. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action, and is required to review the work to insure conformance with established guidelines, methods, procedures, and policies.

There are two classifications in this job.

Position Code Title – Electronics Technician Supervisor-1

Electronics Technician Supervisor 12

The employee serves as a first-line supervisor with responsibility for directing the work of specialized lower level paraprofessional employees.

Position Code Title – Electronics Technician Supervisor-2

Electronics Technician Supervisor 13

The employee serves as a second-line supervisor with responsibility for directing the work of specialized lower level paraprofessional employees through first-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Installs, maintains, and repairs two-way radio, radio base stations, electronic sirens, radar devices, and public address systems.

Repairs portable, mobile, and/or fixed station communication systems.

Repairs or replaces defective parts to maintain equipment reliability.

Calibrates, maintains, and repairs test instruments in order to assure accurate diagnosis of problems.

Periodically tests equipment, measures frequencies, and solves interference problems.

Locates malfunctions in equipment and selects methods and tools for repair.

Participates in planning and inspecting new installations.

Participates in designing communication equipment, accessories, and systems.

Conducts inspections of the condition of tower radio equipment.

Maintains logs of units services and an inventory of parts.

Designs and builds equipment for the measurement of physical and chemical changes.

Designs jigs, fixtures, and tools for manufacturing of equipment.

Establishes specifications and makes computations for the manufacturing process.

Makes design sketches from which equipment is fabricated.

Confers with engineering and scientific personnel on the design and construction of new equipment.

Constructs specialized equipment designed by engineers and scientists.

Repairs and maintains electronic and electromechanical equipment.

Determines the materials to be used in the construction of electronic and electro-mechanical equipment.

Estimates costs of labor and material for contemplated equipment.

Conducts tests on completed equipment of original design or commercial make.

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Makes on-site inspections and measurements when problems arise and recommends solutions.

Conducts studies on efficiency of personnel, hand tools, mechanized equipment, pumping methods, and chemical control.

Prepares technical reports and articles related to the work.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles of radio communication or electricity and electronics.

Thorough knowledge of solid state electronics and electronics testing equipment or electronic equipment design.

Thorough knowledge of two-way radio equipment.

Thorough knowledge of federal and state radio regulations.

Thorough knowledge of the installation, maintenance, and theory of operation of radio transmitting and receiving equipment and related equipment.

Thorough knowledge of current developments in the field of communications or electronic equipment.

Thorough knowledge of common causes of failure occurring in radio transmitting and receiving equipment.

Thorough knowledge of electrical control and related systems.

Thorough knowledge of the theory and characteristics of solid state devices and electron tubes.

Thorough knowledge of mechanical maintenance methods.

Thorough knowledge of mathematics as required in the work.

Thorough knowledge of the hazards involved and safety practices required in working with electricity and electronics.

Considerable knowledge of the principles of electronics radio communication.

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Considerable knowledge of solid state electronics and electronics testing equipment.

Considerable knowledge of the basic principles of designing of radio equipment.

Considerable knowledge of labor relations.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to apply basic electrical concepts and the properties and usage of electronic components.

Ability to design or adapt and modify equipment for specialized use.

Ability to prepare specifications for equipment.

Ability to use, repair, and maintain electrical and electronic measuring equipment.

Ability to construct electrical instruments.

Ability to participate in research studies and projects.

Ability to direct a radio communications systems in an area.

Ability to determine the correct locations for radio equipment and to direct installation.

Ability to maintain records, prepare standard or technical reports and articles, as well as compose correspondence related to the work.

Ability to communicate with others and to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of an associate's degree in electrical, electro-mechanical, or electronics engineering or technology.

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Experience

Electronics Technician Supervisor 12

Two years of experience equivalent to an E10-level specialized technician.

OR

One year of experience equivalent to an 11-level specialized technician.

Electronics Technician Supervisor 13

Three years of experience equivalent to an E10-level specialized technician.

OR

Two years of experience equivalent to a 11-level specialized technician.

OR

One year of experience equivalent to a 12-level specialized technician or specialized technician supervisor.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

ELECHSPV

Electronics Technician Supervisor

Position Title

Position Code

Pay Schedule

Electronics Technician Supervisor-1

ELETSPV1

NERE-098

Electronics Technician Supervisor-1(PP)

ELETSPV1

NERE-039P

Electronics Technician Supervisor-2

ELETSPV2

NERE-102

Electronics Technician Supervisor-2(PP)

ELETSPV2

NERE-041P

ECP Group 3
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